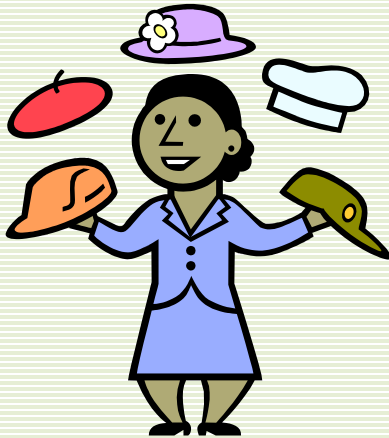

Quick Reference Guide:

Spring Career and Technical Education

This guide will help districts identify the 12-13 CTE Concentrators and enter the Area of Concentration.

Topics included in this Quick Reference Guide include:

- *Identifying CTE Concentrators*
- *Entering Area of Concentration*
- *Entering Single Parent information*



The Spring Career and Technical Education (CTE) Data collection identifies those students in grade 12 who have completed (or will complete) 3 credits (6 semesters) of CTE coursework in any program combination. This data is collected as part of a district's Carl Perkins grant requirement.

CTE credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.

Data must be entered by April 26, 2013.



Before beginning this process, consider the following:

1. Which students do I need to enter data for?

- Students are identified as CTE Concentrators in the spring of their senior year. Students must be in grade 12 and have completed (or will complete) 3 credits (6 semesters) of CTE coursework in any program combination. *See page 2*

2. Is Area of Concentration or Career Path required?

- Area of Concentration is still required for the 12-13 year. Career Path is optional. *See page 3*

3. Do I need to enter Tech Prep and Non Traditional Enrollees?

- No, these fields are no longer required. *See page 3*

4. What does Student is a Single Parent mean?

- Student is a Single Parent should only be checked if the student has a child or shares parenting of a child. *See page 3*

5. Can I upload the data or does it have to be hand entered?

- Districts may upload their Spring CTE data or enter it by hand. *See page 4*

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DIRECT ENTRY

Select **Year 12-13** and a High School.

Click the **Search** tab.

Search for a: Student.

Click **Advanced Search**.

Choose **Grade 12** from the Student Search.

Click **Search**.

Year: 12-13 School: Cascade High School

Index Search Help

Search for a: Student

Go

Advanced Search >>

Search Results: 34

- 12 Aldean, Jason #2 [07/22/2001]
- 12 Allen, Gary #3 [04/26/2005]
- 12 Barry, White #3 [03/03/2002]
- 12 Bentley, Dierks #9 [04/21/2005]
- 12 Black, Clint #11 [03/19/2002]
- 12 Brooks, Kix #5 [05/08/2007]
- 12 Brown, Zac #70 [03/10/2004]
- 12 Bryan, Luke #13 [02/14/2001]
- 12 Carter, June #17 [08/10/2003]
- 12 Cash, Johnny #18 [07/21/2003]
- 12 Chesney, Kenneth #1234 [05/09/2001]
- 12 Church, Eric [07/24/2002]
- 12 Coe, David A #22 [10/29/2005]
- 12 Currington, Billy #24 [04/13/2001]
- 12 Cyrus, Billy R #5 [09/12/2001]
- 12 Denver, John #25 [01/02/2001]
- 12 Evans, Sara #26 [02/13/2004]
- 12 Gayle, Crystal #27 [10/02/2001]
- 12 Gill, Vince #28 [04/23/2001]
- 12 Haggard, Merle #30 [06/17/2001]
- 12 Harris, Emmylou #31 [10/27/2001]

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting context other than the current (Example: A student filter cannot be applied to a Class). You may search school-wide.

Student Search

Last Name

First Name

Student Number

SSN

Grade 12

Birth Date

Gender

StateID

Person ID

Locker Number

Special Ed

Status

Setting

Disability

Search

Spears, Brittany

Grade: 12 DOB: 08/06/1994 Gender: F

Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary

Save X Delete Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	12-13 Cascade High School	08/29/2012	08/31/2011
	11	P	11-12 Cascade High School	08/31/2011	

General Enrollment Information

Calendar: 12-13 Cascade High School Schedule (read only): Main Grade: 12 Class Rank Exclude: []

*Start Date: 08/29/2012 No Show: [] End Date: [] End Action: P: Primary *Service Type: P: Primary

*Start Status: 02: Continued enrollment same school, no interruption End Status: []

Dropout Reason: []

Start Comments: [] End Comments: []

Select the student from the list on the left.

Click the **Enrollments** tab.

Open the grade 12 enrollment record by clicking on the **Edit Notepad** icon.



All 12th grade students enrolled in the 12-13 school year that meet the requirements for a CTE Concentrator should have data entered, ***even if they are no longer actively enrolled (including Early Graduates)***.

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Scroll down to the **CTE Concentrator** section.

Open the section by clicking on the plus (+) sign.

If the student meets the criteria for a *CTE Concentrator*, check the box and indicate the *Area of Concentration*. A student's *Area of Concentration* is the program in which the identifiable majority of CTE classes are taken. If there is no way to determine a clear majority, only then should the "blend" option be used.

If the student has a child or shares parenting of a child, check the *Student is Single Parent* box.

Click **Save**. Repeat for all CTE Concentrators.



The *Area of Concentration* reflects the courses the student is or has completed in high school, not necessarily the field or career path they intend to pursue after high school.

The *Area of Concentration* is required for all CTE Concentrators. *Career Path* is still **not** a required field for the 12-13 year.

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FILE UPLOAD

Extract the *CTE Spring Collection* file from your Student Information System.

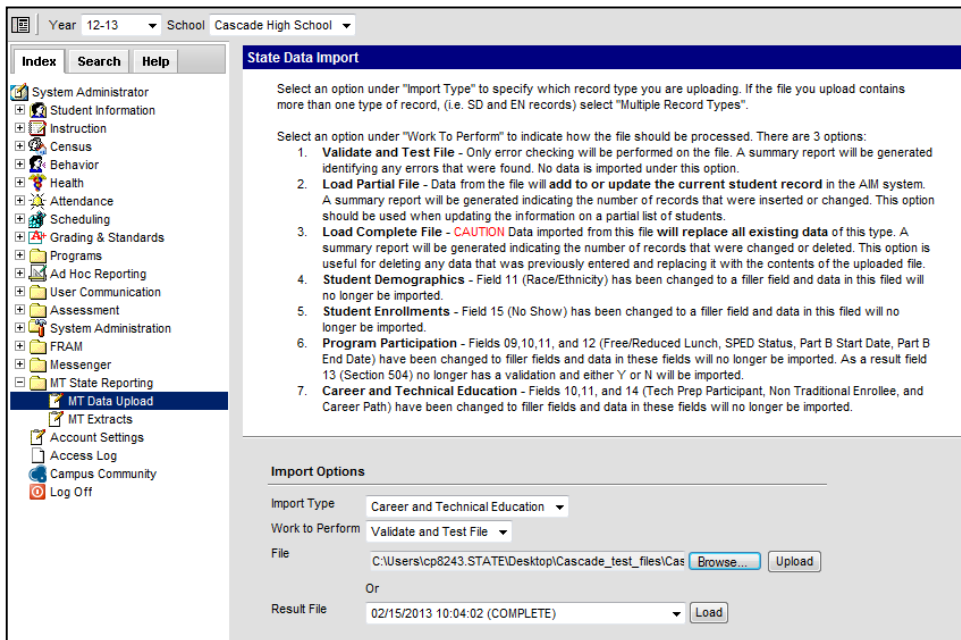
From the **Index**, select **MT State Reporting/MT Data Upload**.

From the **Import Type**, select *Career and Technical Education*. From **Work to Perform**, select *Validate and Test File*. Browse for your file and click **Upload**.

Check the *Import Results Summary* for errors. Make all necessary corrections.

Return to the **MT Data Upload** and change the **Work to Perform** to *Load Partial File*.

Click **Upload**.

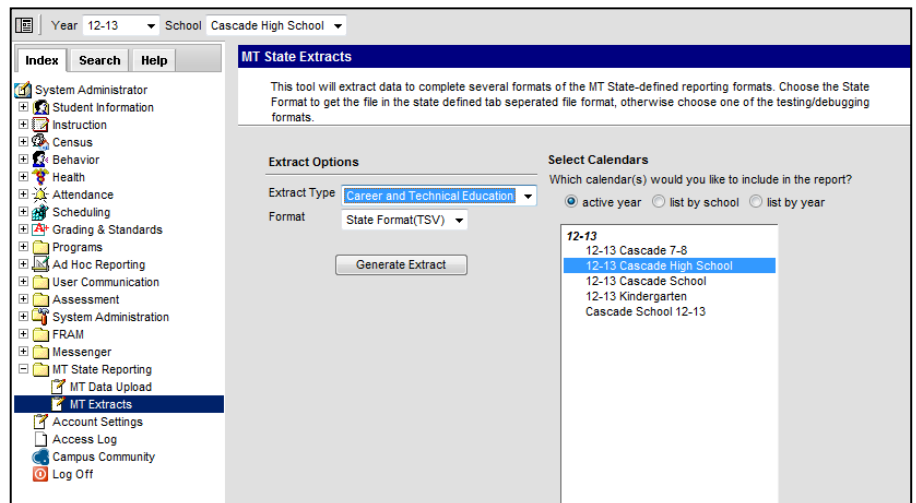


A CTE Spring Collection file can also be created using **MT Extracts**.

From the **Index**, select **MT State Reporting/MT Extracts**.

Choose *Career and Technical Education* from the **Extract Type** and CSV from **Format**.

Select the High School(s) and click **Generate Extract**.



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Delete the first two rows (rows 1 and 2). Sort the spreadsheet if desired.

Enter a "Y" in the CTE Concentrator field for all CTE Concentrators. If the student is a single parent, enter a "Y" in column L. Enter the student's Area of Concentration (column M).

Delete the first row (containing the column headings). Format columns B and C, District and School code, to four digits (highlight column, right click, Format Cells, Custom – in the general field, enter 000# and click OK). Format column M, Area of Concentration, to two digits (highlight column, right click, Format Cells, Custom – in the general field, enter 0# and click OK). Save the file as a Text (Tab delimited) (*.txt) file.

Open the file using Notepad or WordPad. Place the cursor at the beginning of the first data row and click enter. Return your cursor to the blank line and enter the header row (HD tab Date (format mm/dd/yyyy) tab Time (format 00:00:00) tab MT9.1). Click **Save** and follow the upload instructions above.

RecordType	District	School	Calendar	StateID	LocalID	LastName	FirstName	CTEConc	TechPrep	NonTradit	Students	AreaOfConc	CareerPat	DateCont	PostGrad	Year
1	CT	280	157	2	560943749	Adams	John	Y								
2	CT	280	157	2	125344190	Arthur	Chester									
3	CT	280	157	2	167119941	Buchanan	James									
4	CT	280	157	2	218008404	Bush	George									
5	CT	280	157	2	417971190	Bush	George Herbert									
6	CT	280	157	2	500906504	Cartier	James									
7	CT	280	157	2	370270834	Cleveland	Grover									
8	CT	280	157	2	155352929	Clinton	William	Y								
9	CT	280	157	2	642598253	Coolidge	Calvin									
10	CT	280	157	2	896052785	Custis	Martha									
11	CT	280	157	2	577422122	Eisenhower	Dwight									
12	CT	280	157	2	120654681	Fillmore	Millard									
13	CT	280	157	2	180187090	Ford	Gerald									
14	CT	280	157	2	478865004	Garfield	James									
15	CT	280	157	2	776834134	Grant	Ulysses									
16	CT	280	157	2	900035287	Harding	Warren									
17	CT	280	157	2	588480569	Harrison	William									
18	CT	280	157	2	474152499	Hayes	Rutherford									
19	CT	280	157	2	134122038	Hoes	Hannah									
20	CT	280	157	2	397143314	Hoover	Herbert	Y								
21	CT	280	157	2	547586096	Jackson	Andrew									
22	CT	280	157	2	381846232	Jefferson	Thomas									
23	CT	280	157	2	779680688	Johnson	Andrew									
24	CT	280	157	2	737783101	Johnson	Louisa									
25	CT	280	157	2	495119641	Johnson	Lyndon	Y								
26	CT	280	157	2	323741881	Kennedy	John									
27	CT	280	157	2	477112777	Kenneth	Elizabeth									
28	CT	280	157	2	707242863	Lincoln	Abraham									
29	CT	280	157	2	750665357	Madison	James									
30	CT	280	157	2	747175963	McKinley	William									
31	CT	280	157	2	495559756	Monroe	James									
32	CT	280	157	2	884462610	Nixon	Richard									
33	CT	280	157	2	423723443	Obama	Barack									
34	CT	280	157	2	861248318	Pierce	Franklin									
35	CT	280	157	2	384800181	Polk	James									
36	CT	280	157	2	105806392	Quincy-Adams	John	Y								
37	CT	280	157	2	839935275	Reagan	Ronald									
38	CT	280	157	2	205240649	Robards	Rachel									
39	CT	280	157	2	513090850	Roosevelt	Franklin									
40	CT	280	157	2	513090850	Roosevelt	Franklin									

The **Career and Technical Education Template** is available on the OPI AIM Webpage. Save the template to a location of your choice, then open the template.

Enter the data and follow the instructions above to format/save the file.

Upload the file using the instructions from page 4.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.																
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17
3	Record Type (CT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	CTE Concentrator	Filler	Filler	Student Single Parent	Area of Concentration	Filler	Date Contacted	Post Graduation Status	Year
4																	
5																	
6																	
7																	
8																	

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RE-SYNC DATA

Set the **Year** to 12-13.


From the **Index**, expand **System Administration** and **Data Utilities**.

Select **Resync State Data**.

Check the box for **Enrollment** other fields will automatically check).

Click **Send Resync**.

<input checked="" type="checkbox"/> Check dependencies			Last Resync	Results	Status Legend
<input type="checkbox"/>	District		01/17/2011 18:17:59	Processed: 1 Errors: 0	
<input type="checkbox"/>	ReportingEntity		01/17/2011 18:18:00	Processed: 916 Errors: 0	
<input type="checkbox"/>	School		01/17/2011 18:18:00	Processed: 3 Errors: 0	
<input type="checkbox"/>	Calendar		01/17/2011 18:18:00	Processed: 3 Errors: 0	
<input type="checkbox"/>	CourseSection		08/06/2010 13:10:47	Processed: 0 Errors: 0	
<input type="checkbox"/>	ScheduleStructure		01/17/2011 18:18:01	Processed: 3 Errors: 0	
<input type="checkbox"/>	Day		08/06/2010 13:10:47	Processed: 278 Errors: 0	
<input type="checkbox"/>	StructureGradeLevel		01/17/2011 18:18:01	Processed: 3 Errors: 0	
<input type="checkbox"/>	PersonIdentity		01/17/2011 18:18:01	Processed: 376 Errors: 0	
<input type="checkbox"/>	Behavior		08/06/2010 13:10:47	Processed: 0 Errors: 0	
<input type="checkbox"/>	CensusContactSummary		08/06/2010 13:10:47	Processed: 37 Errors: 0	
<input type="checkbox"/>	ContactLog		08/06/2010 13:10:47	Processed: 1 Errors: 0	
<input type="checkbox"/>	Employment		08/06/2010 13:10:47	Processed: 13 Errors: 0	
<input type="checkbox"/>	EmploymentAssignment		08/06/2010 13:10:47	Processed: 0 Errors: 33	
<input type="checkbox"/>	EmploymentBackground		08/06/2010 13:10:47	Processed: 0 Errors: 0	
<input type="checkbox"/>	EmploymentCredential		08/06/2010 13:10:47	Processed: 0 Errors: 0	
<input type="checkbox"/>	Enrollment		08/06/2010 13:10:47	Processed: 366 Errors: 0	

 <h2>Appendix M: Area Of Concentration</h2>		
CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations. *Only used if a majority cannot be determined
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		

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